

**ANNOUNCEMENT NUMBER: 15-04**

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**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk

**POSITION GRADE:** Full Performance Level: FSN-6; FP-08  
Developmental Level: FSN-5; FP-09

**OPENING DATE:** 01/14/2015

**CLOSING DATE:** 01/28/2015

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** Salary and Grade will be based on the qualifications

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. **For complete details click on:** <http://Niamey.USEmbassy.gov>

**NB: Applicants who responded to Vacancy Announcement No 14-41 need not to reapply as their application will be considered.**

**Special Note:** This position requires basic knowledge of host country policies, regulations relating the area of immigration to the USA. Developmental level may be established depending on qualifications and experience.

The U.S. Embassy in Niamey is seeking applications from **qualified individual** for the position of **Visa Clerk** in the Consular Office (CONS).

**BASIC FUNCTION OF POSITION:**

Under the overall supervision of Consular Officer, incumbent's primary responsibilities are to provide services in American Citizen Services as needed, processing of Non-Immigrant visa applications and serving as a back-up Consular Cashier, data entry, filing, printing of visas and generating reports as required. In addition the employee will assist the Consular Assistant in the processing of Immigrant visa applications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Tel: 20-72-26-61, ext. 4015/4479.

**QUALIFICATIONS REQUIRED:**

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**Education:** U.S. High School diploma or host country equivalent is required.

**Prior work experience:** Minimum of two years in office management work experience, or area related to customer service and/or work applying regulatory material.

**Language:** Level IV (Fluent) Speaking/Reading/Writing English and French are required. Level III (Good working knowledge) understanding/speaking of Hausa/ Zarma, or other local languages is a plus. **English will be tested.**

**Knowledge:** Must have at least a basic understanding of USG regulations and policies relating to the area of Consular services and operations.

**Skills/Abilities:** Must have a good keyboard and data entry skills. Accuracy of data entry is a critical requirement. Computer skills are required. Numerical skill is required. Ability to work under pressure and to deal tactfully with customers at window and on the phone. Excellent customer service is a must. Ability to relay messages. Ability to work as a team member. **Typing will be tested.**

## **SELECTION PROCESS**

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested Candidates should submit the following:

Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available at: <http://Niamey.USEmbassy.gov>; or

1. A current résumé or curriculum vitae that provides the **same information** as the Universal Application for Employment (see Appendix B);or

A combination of both; i.e. Sections 1 -24 of the Universal Application for Employment along with a listing of the applicant's work experience attached as separate sheet; plus

2. Candidates who claim U.S. Veterans preference must provide a copy of their form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Attention: Human Resources Office  
American Embassy  
BP 11201  
Niamey, Niger

## **POINT OF CONTACT**

Human Resources Office  
Telephone: (227) 20-72-26-62, Ext. 4015/4479

**Applications must be received by the closing date. 01/28/2015**

## **CLOSING DATE FOR THIS POSITION:**

The U.S. Mission in Niamey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

U.S. Mission Niamey is a drug-free work environment.